



Shanghai United International School (Gubei Campus) is looking for a talented and experienced individual to join our University Counselling team as Head of University Guidance Counselling beginning in August 2020. The Head of University Guidance Counselling will be responsible for leading a team of 6 University Guidance Counsellors, who play an integral role in our school. The ideal candidate will have a wide range of recent experience and expertise with international university admissions, particularly with US universities.

SUIS Gubei is a G6-G12 school, comprising of about 1000 students spread among the year groups. We offer our own curriculum of IGCSE, LAMDA, and IBDP. Students in G9 and G10 follow an IGCSE curriculum, and all students in G11 and G12 follow the IB Diploma Programme, with a consistent track record of top IGCSE and IB results year on year. The ethos and learning philosophy of SUIS Gubei is reflected in the rich diversity of our academic staff, comprising more than 100 teachers from overseas. SUIS Gubei's commitment to staff development can be seen in the increasing number of colleagues who are certified IB Workshop Leaders, IB School Visit Members, and IB Examiners.

Essential Duties:

- Develop a university counselling curriculum, monthly workshops, and a counselling handbook;
- Deliver university application related presentations, workshops, and informational sessions to the school community
- Advise students from G10 to G12 on course selection, academic performance, extra-curricular involvement, summer programmes applications, undergraduate applications, standardized testing, essay writing, portfolio and auditions, transition to university, as well as many other aspects related to applications and academic advising;
- Support students through the required school-based components of the application, including completing counsellor letters of recommendations for each student;
- Support and manage a team of university counsellors ;
- Host and organize in school university events;
- Participate and represent SUIS Gubei at worldwide conferences (IACAC, CIS, etc) and university tours.

Qualifications and Personal Qualities:

- Bachelor degree or above, preferably (but not exclusively) in education or school leadership;
- Certification in University Counselling is a plus;
- English native speaker or demonstrated ability to work in an English speaking work setting;
- Mandarin speaking and written skills are a plus;
- Familiarity with the university admission process for USA, UK, Canada, Australia, Hong Kong, and Europe;
- 3 – 5 years of work experience as a high school guidance counsellor or university admissions officer;
- Expertise in using and training others on the use of CIALFO or similar software;
- Excellent verbal and written communication skills and attention to detail;
- A grasp and appreciation for Chinese culture and mindset.

Interested candidates should email a current CV and cover letter to the Principal, Mr. David Walsh, at david.walsh@suis.com.cn with *Application for The Post of Head of University Guidance* as the email subject.